



## Recruitment, Selection and Employment Conditions Policy

### SCOPE

CoAbility staff, contractors and (volunteers where applicable)

### POLICY STATEMENT

CoAbility is committed to the recruitment and selection of staff and contractors using fair and equitable appointment processes and strives to provide fair and balanced employment conditions.

Our recruitment and selection procedures ensure that the best individuals are appointed based on the principles of merit rather than personal attributes. We make recruitment and selection decisions using fair and transparent processes and in accordance with equal opportunity legislation.

The highest level of professional and ethical behaviour is expected from everyone providing supports and services to our participants and their families. Our worker screening checks are intended to meet legal obligations, minimise any unacceptable risk to the safety and wellbeing of participants (including children) and ensure a safe environment for all.

We invest time and resources to help each new and existing team member, to have appropriate skills, training, and qualifications required to service participants including mandatory compliance training (including induction training) that aligns with relevant employment legislation, the NDIS Practice Standards and our Staff Code of Conduct.

Our employment conditions reflect our legal obligations as detailed in our procedures and individual employment conditions.

We treat any breach of our policies or procedures seriously and encourage reporting of concerns or non-compliance to the CEO, CoAbility.

### ADMINISTRATION

Supporting policies	All CoAbility policies
Supporting procedures/documents	<ul style="list-style-type: none"><li>● Staff employment handbook</li><li>● Worker Screening checks</li><li>● Employee performance management</li><li>● Induction, training and staff development</li><li>● Recruitment and selection</li><li>● Supervision and appraisal</li><li>● Staff Code of Conduct</li></ul>

Policy Owner	CEO, CoAbility
Legislation mandating compliance	<ul style="list-style-type: none"> <li>● <a href="#">NDIS Rules</a></li> <li>● <a href="#">National Disability Insurance Scheme Act 2013</a></li> <li>● <a href="#">Victorian Child Safety Standards</a></li> <li>● <a href="#">Working with Children Act 2005 (Vic)</a></li> <li>● <a href="#">Fair Work Act 2009</a></li> <li>● <a href="#">Victorian Safety Screening Policy</a></li> </ul>
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